

Adopted: September 2001, Revised: \_\_\_\_\_**Class Title: Superintendent of Cemeteries****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, directs and manages the business, financial and maintenance operations of several cemeteries. Sets policies and monitors progress toward reaching objectives. Greets visitors, conducts special ceremonies for civic and fraternal organizations, and maintains positive relationships with businesses throughout the community.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Manages operations by setting policies within operational guidelines, monitoring progress toward established goals, preparing the budget and controlling spending plans, conducting projects and studies to evaluate and recommend ways to improve effectiveness and efficiency of programs, maintaining records of expenditures, revenues, sales and lot ownership rights, developing and monitoring contracts, enforcing laws and ordinances, and establishing rules and regulations for the benefit of visitors.
2	L	Represents the Bureau of Cemeteries by receiving visitors, answering inquiries, conducting special ceremonies for civic and fraternal organizations, maintaining positive relationships with service and fraternal organizations, the media, the public, funeral homes, monument dealers, vault companies and florists, and developing informational brochures, tours and other media.
3	L	Manages personnel by administering hiring, promotion and employee development, managing the performance evaluation program, determining the level of staffing to accomplish program goals, recommending changes, administering programs, and resolving employee problems.

Adopted: September 2001, Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience as a supervisor or manager.
Certifications and Other Requirements	Valid Driver's License, First Aid/CPR Certification
Reading	Work requires the ability to read policy manuals, reports, instructions, codes and ordinances and rules and regulations.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra and business math.
Writing	Work requires the ability to write budget requests, reports, analysis of operations and correspondences.
Managerial	Managerial responsibilities include planning, directing and coordinating administrative, financial and business operations, planning for cemetery development, coordinating maintenance and funeral activities and analyzing programs.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Supervision of funerals
Sitting	F	Computer, desk work, driving, meetings
Walking	O	On cemetery grounds, observations, locating grave plots
Lifting	R	Records, books, accounting journal, files, tape measures, survey pins
Carrying	R	Records, books, accounting journal, files, tape measures, survey pins
Pushing/Pulling	N	
Reaching	O	Use of tools when marking graves for foundation or opening
Handling	F	Records, books, accounting journal, files, tape measures, survey pins
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	O	Measure ground dimensions
Crouching	O	Measure ground dimensions
Crawling	N	
Bending	O	Measure ground dimensions
Twisting	O	Measure ground dimensions
Climbing	R	Ladder
Balancing	R	On ladder
Vision	C	Computer, desk work, filing, reading
Hearing	C	Telephone, co-workers, citizens, general public contacts, meetings
Talking	F	Telephone, co-workers, citizens, general public contacts
Foot Controls	O	Driving
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, calculator, telephone, tape measure, survey pins, WAN operating system, Work management software, PeopleSoft, Advantage Financial System software, Standard Microsoft Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	M
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Cemetery grounds

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)